

# COVID-19 Prevention Program (CPP) for Santa Clara County Office of Education (SCCOE)

This CPP is designed to control exposures to the SAR provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for providing answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all OSHA procedures, and assisting in maintaining a safe work environment.

## Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-

The severity of the hazard will be investigated and assessed, and correction time frames assigned, accordingly. Interviews with individuals who are familiar with the condition, practice or procedure being inspected may be conducted.

Individuals will be identified as being responsible for timely correction.

Follow-up measures such as check-ins or walk-through visits will be taken to ensure timely implementation of necessary changes.

## **Control of COVID-19 Hazards**

### **Face Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Face coverings will be provided or replaced as needed. Replacements may be located in the classrooms, isolation rooms, SCCOE Main Lobby, and departments will have face covering supplies in their areas. These face coverings are a layer of protection to supplement physical distancing, personal hygiene, and additional cleaning and disinfecting protocols and best practices.

The following are exceptions to the use of face coverings in our workplace when directed:

- When an employee is alone in a room or designated workspace.
- While eating and drinking at the workplace, and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

### **Engineering controls**

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Employees shall be informed to keep doors and windows open to the extent feasible.
- Employees will be informed about circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke.
- Ventilation systems will receive regular maintenance to ensure cleanliness and functionality.
- Assessments will be conducted to determine the possibility to increase filtration efficiency to the highest level compatible with the existing ventilation systems.
- Filters for ventilation system will be checked and replaced regularly.
- MERV 13 level HEPA filters will be installed if compatible with the ventilation system.
- We will regularly review information on state, local, and CDC public health guidance on air and shall

- All employees and authorized employee representatives will be informed of the frequency and scope of cleaning and disinfection.
- Cleaning and disinfection of areas must be done in a manner that does not create a hazard to employees.
- All staff shall be trained and required to sanitize shared spaces or items. Staff will be properly trained and provided with the appropriate PPE including gloves.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls) used by the ill persons, focusing especially on frequently touched surfaces.

## Investigating and Responding to COVID-19 Cases

Investigating and responding to COVID-19 exposure cases will be conducted and documented by trained designees who will also coordinate any required notices to employees who may have been exposed.

Employees who had

# Training and Instruction



- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

<p>Requirements apply to <b>all</b> employees, regardless of vaccination status, previous infection, or lack of symptoms.</p>	<ul style="list-style-type: none"> <li>• Employees who test positive for COVID-19 must be excluded from the workplace for at least 5 days after start of symptoms or after date of first positive test if no symptoms.</li> <li>• Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are mild and resolving; AND the employee is fever-free for 24 hours without the use of a fever-reducing medication.</li> <li>• If an employee has a fever, isolation must continue and the employee may not return to work until 24 hours after the fever resolves.</li> <li>• If an employee's symptoms other than fever are not improving, they may not return to work until their symptoms are resolving or until after day 10.</li> <li>• Employees must wear face coverings around others for a total of 10 days. Please refer to the section in this FAQ on <a href="#">face coverings</a> for additional face covering requirements.</li> </ul>
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## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

## Appendix D: COVID-19 Training Roster

Date: **[enter date]**

Person that conducted the training: **[enter name(s)]**

Employee Name	Signature

## Additional Consideration #1

### Multiple COVID-19 Infections and COVID-19 Outbreaks

If the local department of health has identified the facility as an outbreak or there are 10 or more COVID-19 cases in an exposed workplace within a 14-day period, the County Office will enact enhanced procedures. These policies will apply until there are no new COVID-19 cases detected in a workplace for a 14-day period.

#### COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:

All employees in our exposed workplace will have access to testing immediately and on or after day 5. Negative COVID-19 test results for employees who have had a COVID-19 outbreak for 14 days will be provided to the local health department.



Increasing physical distancing as much as possible.  
Respiratory protection.

### **Notifications to the local health department**

- Immediately, but no longer than 24 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

We will provide Over the Counter (OTC) tests, twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria**, and any relevant local health department orders.

#### **Investigation of workplace COVID-19 illnesses**

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

### **Notifications to the local health department**

We will comply with the requirements of our **Multiple COVID-19 Infections** and **COVID-19 Outbreaks-Notifications to the Local Health Department**.